

**Meeting Minutes
Board of Selectmen
January 20, 2015**

In Attendance: Chairman John Danehey, Vice Chairman Shawn Harris, Martin O’Toole, Maura Curran and Anthony Vegnani

Also in Attendance: Patricia Vinchesi, Town Administrator

The meeting was called to order at 6:00 p.m.

Acceptance of Agenda – The Board voted unanimously (5-0) to accept the agenda as presented Motion by Mr. O’Toole Second by Mr. Vegnani

There were no Walk Ins at the meeting.

Report of the Town Administrator

Public Facilities Master Plan Update

We are gratified for the Town’s support for these projects. We received a lot of questions regarding these projects and managing them. The Town has not built a public building in a long time but we are looking forward to these projects and will be managing them very closely. The Town will be very busy over the next two years. We are asking residents to sign up on the Town of Scituate website “subscribe to news” service. Residents can request “News or Announcements” from Town offices and keep apprised of important Town business. This will allow residents to stay updated on what is happening in Town.

The library was approved and at our February meeting the final design will be presented to the Board for approval. After approval, we will begin the bidding process. The library will be shut down in May and June to allow packing and moving. The library will move temporarily into the Scituate Harbor Community Building in July 2015. Construction will begin and the estimated completion date for the library to reopen is September 2016.

The Public Safety Building will begin with a request for services for an “owner’s project manager” to work with the architect for full architectural plans. We expect in June 2015 we will go out for construction bid, award contract this summer, with shovel in the ground in September 2015 and expected to be completed in November 2016.

The middle school project will be out to bid mid-October for construction and work to begin by the end of this year. The estimated completion date for the middle school is September 2017.

Another 14 miles of water line will be replaced after this upcoming project where the next 7 miles phase 2 has been approved.

We have a lot going on. We have a lot of phone calls to see when these projects will hit the tax bills. We are looking at the bond market and expect to go in March. It is a big job for the staff with the bond market. Tax bills in August 2015 will show these projects. Often people have these bills paid through the bank. For pre-planning, residents should anticipate that August will have these increased expenses and people should hold funding aside in anticipation for this tax increase.

Mr. Vegnani asked if we will be funding the full amount at one time. Mr. Danehey thanked Ms. Vinchesi and the staff for their work on these projects and the many people involved with these projects. Mr. Danehey also thanked Mr. McCarthy, the School Committee and Building Committee and all the people involved for their excellent work with the school project, a job well done.

Maura Curran asked if the Board of Selectmen has considered assigning liaison positions to each of the committees for the buildings. Liaisons are assigned. Shawn Harris is the School Building Committee liaison. Nancy Holt will be joining the school building committee and Kevin Cafferty will be coming off. Mr. Danehey said he would request weekly updates for these projects ongoing. Mr. Vegnani said the Selectmen are very cognizant of the fact that both projects passed and how close the vote was. He said the Board wished more people had gone out to vote with only 39% of the residents voting. The Board is aware of the impacts of these large projects on the taxpayers.

Ms. Vinchesi said we received a \$2M grant and low interest loan to repair Oceanside Drive. Signed construction contracts will be required to bond the funds for the seawall work. Two residents have denied giving an easement. If we do not have those easements we cannot move forward with the project and jeopardize the grant. Coastal Coalition has been extremely helpful. Mr. Cafferty said we do not have a definitive drop dead date at this time. Mr. Danehey explained if the Town requires an easement to be able to work on the seawalls and the residents need to give permission in areas where there is a private wall.

Mr. Walter addressed the time table of the buildings. The Middle School Project will be bid on or about mid-November with the project to begin in December. It will take 21 months to complete the project in 2017. The Public Safety Building will be designed through September then out to bid in October and begin the project in November 2015. This will take 12-16 months to complete in 2017. Chief Murphy said there is a bell at Minot Fire Station that can be incorporated in the new Public Safety Building.

SCHEDULED ITEMS:

Employee recognition of Wally Young, Kevin Cafferty, DPW Director

Mr. Cafferty said this year we replaced 7 miles of water pipe throughout Scituate. Wally Young was the liaison for the water project and he consistently went above and beyond during these projects. Multiple residents and contractors praised his great work. Mr. Young could not make it tonight but Mr. Cafferty wanted to acknowledge his great work. Mr. Danehey said he would like to recognize a job well done and thanked Wally Young for his excellent work. Mr. Danehey asked Ms. Devin to send a congratulatory letter to Mr. Young from the Board of Selectmen.

EPA Grant Update, Nancy Durfee, Coastal Resource Officer

Building Blocks community grant from the EPA to help the community with resilience and availability. We submitted on November 20, 2014 and we were one in twenty five in the country to receive this nationwide grant. The press release will go out in January for the project to begin in February. We will work with the EPA team to develop a document for our flood zone. We were one in three in New England to receive this grant. John Danehey thanked Ms. Durfee for her work on the grant. Mr. Danehey also thanked John Clarkeson for his information regarding this grant availability. Ms. Durfee said she has said the state is very pleased with Scituate and the work that has been done on seawalls and protection.

Toll Brothers Development

1. Sewer Connection

Bill Ohrenberger said the Toll Brothers have been working with Town Boards to discuss building the 90 homes on 71 acres of land in Scituate. Mr. Ohrenberger was accompanied by Kevin Klein, engineer working on this project for Toll Brothers. The Toll Brothers will pay the connection fees to allow the Town to increase the capacity of sewer flow and provide sewer tie-ins. The Toll Brothers will work with the Town for public amenities to benefit the neighborhood. The Toll Brothers are at a point to move forward with the project. Mr. Danehey said they will be submitting plans through the Planning Board and move forward with all permits required. Mr. Ohrenberger said that Toll Brothers will be working with all the Town Boards to answer and respond to any questions. Mr. Vegnani will be acting as the Board of Selectmen liaison. This is not a 40B project but a housing development. Mr. Harris asked if the water mains will be looped. Mr. Ohrenberger said they are working with the DPW and whatever standards required will be followed. Ms. Curran asked what the construction timeline would be for the project. Dave Bower, Toll Brothers Engineer said the projection is a rough estimate of five years. Ms. Curran asked if the sewer connections would be paid for and done in phases in order for the Town to pay for necessary expenses. Mr. O'Toole asked what our capacity was at this time. This project will require 22,000 a day and can be handled by the sewer treatment plant. The water resources committee agreed there is room to add these connections. Michael Kinahan, 287 Tilden Road, has lived there 17 years and is currently on septic. Mr. Kinahan said they were supposed to go onto Town Sewer and that has not happened to date. He feels it is unfair for this project to come and request access to the sewer. He has a concern regarding the water pressure at Tilden Road and he is concerned with the added strain on the water pressure. Mr. Kinahan requests that issues with water that may be affected that Toll Brothers receive a bond to pay for any changes that are required. Mr. Danehey said the bond will be required by the planning board. Mr. Harris said the water pressure will be tested and it will be on the developers to

correct the water pressure. When they built Tilden Estates lines were brought down to fix the water pressure. Mr. Cafferty said they will monitor to make sure that it will be at an acceptable level. Mr. Cafferty said if there are current water pressure problems the resident could discuss it with the water department. Ann Burbine, 10 Pennycross Road, asked if this project bumps other residents in line for sewer. Mr. Vegnani said no one is coming out of line because of this project. The Board of Selectmen has to determine where the next project is going to be. It is not that there are projects ahead and this is going in ahead of residents. Mr. Vegnani said a lot of people contact the Board that they do not want sewer at this time. These things need to be considered in the Board's decision. Mr. Danehey said we are not taking away the opportunity for residents to hook up to sewer and this will not affect the next phase of sewer.

Mr. Cafferty asked if preliminary designs were done and asked if our infrastructure was in place to handle the added capacity. Kevin Klein said that sewer designs were not done yet but when this was first looked at they looked at the pump station that was adequate but a third pump is needed. Mr. Cafferty wants to be sure that id upgrades were required they would be included. Sean O'Connor 132 Tilden Road attended the meeting and it took a long time to build the current project at Tilden. He asked where we are in the big picture of the project. Mr. Danehey said the Toll Brothers will be filing the formal subdivision plans to the Planning Board. What they are looking for right now is permission to hook up to Town Sewer rather than developing Sewer plans. There will be permitting requirements. There is no schedule at this time until all permission and approvals are done. Mr. Danehey believes this project is a benefit to the Town. The residents that are next in line for sewer connection will not be affected by this project. Mr. Harris said he looks favorably on the development and agrees. Mr. O'Connor asked if there is a process to understand what this will look like in the community. Mr. Vegnani said these are ongoing discussions with Toll Brothers and they are interested in keeping the community happy and bettering the neighborhood. The Toll Brothers project will be going through the Planning Board, Conservation Commission, Zoning Board, etc. Specifics are not detailed at this time. Mr. Vegnani said that public discussions will be held but this is at the very preliminary stage at this point.

Move to grant the sewer hookups to Toll Brothers development, motion by Mr. Vegnani second by Mr. O'Toole. (Unanimous Vote 5-0)

Move to rescind last motion by Mr. Vegnani second by Ms. Curran (Unanimous Vote 5-0)

Move that the Board of Selectmen approve the request of Suburban Realty Trust to connect to the Town of Scituate Sewer System in conjunction with its development of 90 homes at the 71 acres of land adjacent to Tilden Road, Hatherly Road and Oceanside Drive that will be known as Seaside at Scituate. Motion by Mr. Vegnani second by Mr. O'Toole (Unanimous Vote 5-0)

2. Water Connection

Mr. Vegnani said there is no formal vote or restriction on water connections for the project. Mr. Ohrenberger asked if there was enough water to support the project. The Board of Selectmen, Mr. Danehey and Ms. Curran, said at this point there is enough water connections to support the project.

Fire Department Study, Kent Greene, Senior Vice President, Emergency Services Consulting International (ECI)

Mr. Greene reviewed the presentation with the Board of Selectman regarding the recent Fire Department Study. Mr. Greene reviewed many of the aspects of the study and stated that Scituate Fire Department is providing an excellent level of service in an excellent response time. There are a number of strategies in the analysis that are bargaining issues and can be reviewed and discussed. The study also recommends a training officer so that training is delivered in a formal and consistent way across the organization. Service calls are increasing due to the demand. Mr. Greene provided a brief summarization of a very detailed report submitted to the Board of Selectmen. Mr. O'Toole said it was clear in the report that a second ambulance should be running in the Town of Scituate. Mr. Harris said there are very few EMS services that run at a profit. Mr. Greene said the patients are more Medicaid patients and it is based on the demographics of the community. This is changing with the requirements of the Affordable Care Act and we will have to see how it will impact the EMS system. There are options in the presentation to meet the peak demand times. Mr. Danehey said to run the second ambulance full time would require an additional eight positions. Mr. Barry Shea, president of fire fighters union said there are some staffing transitions and that has been a benchmark in the past. Ms. Curran asked if there were different configurations within our Full Time staff that could man this requirement. Mr. Greene responded that the most effective measure would be to add the additional personnel on the medical side. Rich Yanosick, 44 Satuit Trail, firefighter/paramedic and member of the union said they are running the second ambulance now but taking people off suppression trucks so that they are in the ambulance. Mr. Danehey said he is a big proponent of the second ambulance and sees the value in it. Ms. Vinchesi said every year we staff for it. Mr. Vegnani said the overtime is going up incrementally every year. We are staffing two shifts at 12 and 2 shifts at 11. Chief Murphy said right now with vacancies we're 2 shifts at 10 and have two personnel with long term injuries. Chief Murphy said we have a minimum of 10 we have for our Town. With the addition of the new firefighters it will be better. Mr. Harris asked if we were hiring more firefighters. Chief Murphy said you have to be a paramedic to come in to be a firefighter now. Mr. Harris asked how we compare to other Towns as far as Paramedics/Firefighters. Chief Murphy said the other Towns are comparable to us now. Ms. Vinchesi asked Mr. Greene to discuss emergency management. Mr. Greene said Emergency Management in and of itself is monumental. The report recommends that it be removed from the Fire Department responsibility. It is quite a load yet it would be a more efficient utilization of resources. Chief Murphy said a Town of our size could be handled by a Training Officer and some of that responsibility would be taken off the Deputy Chief. Chief Murphy said you need one person dedicated to fire prevention and to attend training sessions for new fire code, etc. This person could come back and train. Scituate has one of the better fire prevention services around but a Training Officer would make our department run more effectively. Ann Burbine,

10 Pennycress, asked what the time is to get from Scituate to South Shore Hospital? Chief Murphy said we are one of the furthest Towns from the hospital and it is 20-25 minutes depending where in Town the call is. It is an hour and ½ to two hour turnaround time. Mr. Greene said that was in the liability analysis. This is another good reason for the second ambulance. Chris Carchia, 119 Stockbridge Road, asked if there is a bottom line to the study and will the Town support more paramedics? Mr. Danehey said the recommendations will be reviewed and the Chief will be looking at this. Chief Murphy said this will be a tough year as well. Ms. Vinchesi said the study was commissioned to see what it would take to run the second ambulance and see where improvements could be made in the fire department. Chief Murphy said a lot of our challenges will be met with the new Public Safety Building. Mr. Carchia asked if the study could be reviewed. Mr. Danehey said yes it is a public document. Mr. Danehey thanked Mr. Greene and Chief Murphy for an excellent report. Mr. Greene thanked Town staff and the fire department.

John Danehey called a brief recess at 8:05 p.m.

Meeting resumed at 8:15 p.m.

Financing for Public Facilities, Bond Market & OPEB,

Financial Advisor, Peter Frazier, SVP, First Southwest and Nancy Holt, Finance Director/Town Accountant

Peter Frazier reviewed the Bond Rating Overview presentation with the Board of Selectmen. Ms. Curran asked if we don't make any significant progress on OPEB can it negatively impact our rating in the future? Mr. Frazier said yes and said that everyone is struggling with this. He said it is important that no one factor tips the rating. Town finances have been improving. This is seen as a real negative if it is not dealt with. Mr. Danehey asked what the significant contribution is and what percent growth is there? Mr. Frazier said that is a difficult question to answer because the percent changes. Ms. Holt presented the OPEB Comparative Data sheet through December 2014 that showed 26 Towns and where they are with OPEB funding in their community. In the Town Administrators budget you will see an increase in our OPEB contribution to show Scituate more favorably. Mr. Vegnani said GASB has required this and we are making a good effort where we are. Mr. Vegnani said it is unrealistic and until then we can fund what we can. It is a difficult issue/question. Ms. Holt said there are some things we can do that are non-monetary such as a trust document. Mr. Vegnani said why wouldn't we do that? Ms. Holt said we can absolutely do that along with a written policy and plan to address this and would have a positive impact. Mr. Vegnani said we want to bond our upcoming debt and asked how that would be facilitated since we don't need \$70m on day one. Mr. Frazier said when you borrow long term as a bond you pay principal and interest in the second year. Level debt would be another option. Mr. Frazier said he could model these options. Mr. Vegnani said these two projects will be built by 2017. He asked about the yield curve and Mr. Frazier said you might

want to push it out a little bit. Mr. Frazier said he would model some options. The Board was thinking 25 years but it would be good to see the options. Mr. Danehey and the Board thanked Ms. Holt and Mr. Frazier.

Contracts, Kevin Cafferty, Director DPW

1. Eastern Mineral Salt Contract

Mr. Cafferty was aware the rate was going up due to shipping and supply and demand. Last year we were at \$47 per ton. Shawn Harris asked if we could hold off. Mr. Cafferty said we could hold off. We currently have 50% of what we purchased. Ms. Curran asked what we used last year. Mr. Cafferty said we ran out of salt last year. Mr. Harris said this is the first year we were proactive in purchasing the salt this year.

Move that the Board of Selectmen award the contract for the supply of road salt to Eastern Mineral for \$68.36 per ton. Motion by Mr. Vegnani second by Mr. Harris Unanimous Vote (5-0)

2. Ameresco Inc. Change Order This is being removed from the Board of Selectmen agenda no need to discuss.

FY 16 DEPARTMENTAL GOALS AND BUDGET REVIEWS

1. **610** Library, Jessi Finnie, Director, Library

Ms. Finnie reviewed the proposed budget. The Sunday hours were always over and above everyone's schedule. The Sunday hours are volunteer (yet paid hours) as opposed to scheduled hours. The library will be closed on Sunday through the completion of the new building.

2. **61** Widows Walk, Bob Sanderson, Head Golf Professional and General Manager

Mr. Sanderson reviewed the Widows Walk budget with the Board of Selectmen. Currently there is a spending freeze in place. There is a lot of competition for golf and we are being cautious. Mr. Sanderson has added new season pass categories to stimulate some revenue during the slow hours.

3. **141** Assessors, Stephen Jarzembowski, Director of Assessing

Mr. Jarzembowski discussed the proposed budget for the Assessor's office. Mr. Danehey asked how the abatement process is going. Mr. Jarzembowski said it is still going on until February 2nd. Ms. Curran asked if any activity is going on regarding education residents on options available to them. Mr. Jarzembowski said he will be going to the Council on Aging to do an overview.

4. **161** Town Clerk, Kathleen Curran, Town Clerk

The Board of Selectmen asked what Town Services category included and Ms. Curran explained it was the funds necessary for Town Meetings and Elections.

It increased because of the number of elections and meetings. Mr. O'Toole asked if it took into account the reimbursement from the State. Selectman Curran asked if the Town Clerk bought the machines yet. The Town Clerk said no we are doing a trial at the Annual Town Meeting and she will make a recommendation from there. She is hoping they will be in place for the Presidential primaries in 2016.

5. **135** Accounting, Nancy Holt, Finance Director/Town Accountant
The Board looked at the budget request and Ms. Holt reviewed the budget. The additional funding is for a Human Resource Specialist. The Town employees over 1,000 people yet we have no Human Resource Specialist to manage these positions. This will be a part time position 30 hours per week. Mr. Danehey agreed this position is necessary and it makes perfect sense. Ms. Curran supports this and this was a recommendation in the Department of Revenue report. It will be beneficial to our Town to have an HR person on staff.
6. **241** Building Inspector & **176** Zoning, Neil Duggan, Building Commissioner & Zoning Enforcement Officer
Neil Duggan reviewed his departmental budgets with the Board of Selectmen. Mr. Danehey asked how the permitting was going. Mr. Duggan said we have over 500 new dwellings in the pipeline.
7. **155** Information Technology, William Sheehan, IT Director
The Board of Selectmen said basically the budget is level funded except the addition of Microsoft licenses to be in compliance. Mr. Vegnani asked Mr. Sheehan to review the items in his budget with the Board. Ms. Curran asked if there was any thought for contracted services to assist Mr. Sheehan since he is the only person in the Town. There is a plan to educate the public on requesting information blasts to residents who want additional information from Town Hall.

NEW BUSINESS

1. 12 Hillcrest Road Easement

Mr. Daniel Sutton, Attorney and Jon Duane, Attorney is representing the property owners. There is no circle at the end of the road for fire trucks to turn around so an easement is required. It is before the Board to accept the easement to file in land court.

Move to accept the deed of easement by James and Nancy Petitti dated December 12, 2014 and to execute the acceptance of said deed. Motion by Mr. Harris second by Mr. Vegnani Unanimous Vote (5-0)

2. Zone Change Request

Move that the Board of Selectmen turn over the zone change request to amend a Zoning Article Section 490.3 “Planned Development District Permitted Uses, Paragraph B. Open Space, Residential and Recreation to the Planning Board.” Motion by Mr. Vegnani second by Ms. Curran Unanimous Vote (5-0)

3. Clapp Road Land Swap Warrant Article

This agenda item is informational and the meetings are scheduled to take place this week with the Conservation Commission and Planning Board. In addition, the informational meeting will be scheduled with the community. The property owners will meet with the Board of Selectmen after their meetings when it is time to review the warrant articles. Mr. Danehey said that he is not necessarily in support of the land swap and that he will be interested to hear what happens at the upcoming meetings as the plans are presented and reviewed.

4. Planning Board 40R

The meeting is Thursday night at Town Hall at 7 pm with the Planning Board to discuss 40R. Mr. Danehey said he would be going to the meeting and feels it needs more time to be flushed out. He is concerned about the criteria. Mr. Vegnani isn't sure how much power the Town loses in the design process with 40R. The big draw is you do receive money from the state but we don't want to be penny wise and pound foolish. More info is needed.

5. Close April 13, 2015 Special Town Meeting Warrant

Move to close the April 13, 2015 Special Town Meeting Warrant at 10:02 p.m. Motion by Mr. Vegnani second by Mr. Harris Unanimous Vote (5-0)

6. School Building Committee Appointment

Move that the Board of Selectmen rescind its appointment of Kevin Cafferty to the School Building Committee. Motion by Mr. O'Toole second by Mr. Harris Unanimous Vote (5-0)

Move that the Board of Selectmen appoint Nancy Holt to the School Building Committee Motion by Mr. O'Toole second by Mr. Harris Unanimous Vote (5-0)

OTHER BUSINESS:

1. Correspondence
Letter to the Board of Selectmen regarding opposition to Vinal Ave path application submitted to CPC expressing their concerns and wanted the Board of Selectmen to be aware of this. CPC will come before the Board of Selectmen in March.
2. Approval of Meeting Minutes nothing to report at this meeting.
3. Adjournment and Signing of Documents

Selectmen Curran met with Stephen Coulter of the Scituate Housing Authority and encouraged people to submit their applications for the Affordable Housing Trust committee. We have two remaining open positions on the Affordable Housing Trust Committee.

Motion by Mr. Vegnani second my Mr. Harris to adjourn the meeting at 10:08 p.m. Unanimous Vote (5-0)